



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3100.1B**  
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2014  
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Request Notification of Change (NASA Only)

## **Subject: Management of the Senior Executive Service (SES)**

**Responsible Office: Office of Human Capital Management**

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [AppendixA](#) |  
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

## **Chapter 4. Probationary Period**

### **4.1 Probationary Period**

4.1.1 An executive's initial SES career appointment becomes final only after the individual successfully completes a one-year probationary period.

4.1.2 The probationary period begins on the effective date of the Notification of Personnel Action appointing the executive to the SES as a career appointee.

4.1.3 During the probationary period, the executive's supervisor shall be responsible for:

- a. Observing the executive's performance and conduct.
- b. Holding periodic, documented discussions of progress, clearly outlining strengths and areas to develop in relation to the position requirements.

(1) At a minimum, conducting one progress review no later than mid-term during the probationary period. Progress reviews are used to identify and resolve problems that constitute obstacles to performance beyond the executive's control, revise the performance plan, provide feedback to the executive on the current level of performance, and explore ways to improve performance, as appropriate.

c. Ensuring the executive completes Agency or QRB recommended training.

d. Initiating action with the Center Human Resources Office, the AA, HCM, and the Deputy Administrator or Associate Administrator, as appropriate, to remove the executive from the SES if it becomes apparent, after full and fair consideration, that the executive's performance or conduct is not suitable for satisfactory executive work.

(1) If it is determined that the employee's performance is unacceptable, the employee may be removed from the SES after receiving the required advance written notice of removal.

(a) A removal for performance need not be based on an official rating of record.

(b) The removal is effective before the last day of the employee's probationary period and is effective on a workday.

(2) If it is determined that the employee's conduct is unacceptable and the employee:

(a) Was covered by the provisions of 5 U.S.C. 7511 immediately prior to appointment to the SES, then the procedures in 5 CFR Part 752 apply to a removal during probationary period for conduct (removal from the civil service).

(b) Was not covered by 5 U.S.C. 7511 immediately prior to appointment to the SES, then the procedures in 5 CFR Part 359 and paragraph 4.1.3.d. (1) (a) and (b) of this NPR apply, including guaranteed placement into another civil service position. In either case, consult a Human Resources Advisor for further guidance.

4.1.4 If it is determined that an SES employee's performance during the one-year probationary period has been

acceptable, the EPM shall notify the Center Human Resources office at least ten days prior to the end of the employee's probationary period.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |  
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

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